

MILPERSMAN 1520-010

POLICY AND PROCEDURAL GUIDANCE GOVERNING SELECTION AND ASSIGNMENT OF OFFICERS TO SERVICE COLLEGES

Responsible Office	CNO (N731)	Phone:	DSN	224-5438
			COM (703)	614-5438
			FAX	225-5698

1. What is Considered a Service College

a. Service Colleges include the Naval War College, National Defense University (comprising the National War College, Industrial College of the Armed Forces, and the Armed Forces Staff College) and the service colleges of the other armed forces.

b. Navy, joint, sister services, and foreign service colleges and selected prestigious fellowships are included in the program.

2. Purpose of Service College

a. These colleges historically played a major role in the professional development of the leadership of the Armed Forces of the United States by providing broadening education to prepare them for greater responsibility.

b. The individual service colleges and their varying curricula emphasize different aspects and levels of service and joint functions, resource management, and national strategy and policy.

c. The advanced education provided is intended to enhance the competence of those officers with high potential for promotion who are selected to attend.

3. Objectives of Navy's Service College Program

a. Our objective is to develop in selected naval officers, through advanced professional military education, an improved capability to provide intellectual leadership and exercise sound judgment in defense matters.

b. Attendance at a service college is considered a significant milestone in the professional development of a naval officer.

4. **Accredited by Chairman, Joint Chiefs of Staff.** Those institutions which have been accredited by Chairman, Joint Chiefs of Staff, satisfy an officer's requirement for Joint Professional Military Education (JPME), a prerequisite for designation as a Joint Specialty Officer (JSO).

5. **Eligible Officers**

a. Service college programs are for selected regular, reserve, and TAR officers in the grades of commander and captain for senior colleges, and in the grade of lieutenant commander for intermediate colleges.

b. An officer must hold a baccalaureate degree.

c. Attendance at an intermediate college is not a prerequisite to selection for a senior service college; nor should it preclude follow-on attendance at the senior level.

d. An officer is eligible to attend one service college or prestigious fellowship at a given level, intermediate or senior.

6. **Officers Not Eligible.** Limited duty and warrant officers are not eligible since service college attendance is not warranted or essential for effective performance in future assignments.

7. **Selection to Participate.** There are two primary ways for a Naval Officer to be selected to participate in the Service College Program. The majority of the quotas are filled through either Service College Selection Board or selection by nomination.

8. **Selection by Service College Selection Boards**

a. Service college selections in the unrestricted line and supply corps are made by promotion selection boards that have been redesignated at Service College Selection Boards by Navy Personnel Command (NAVPERSCOM) for those officers selected for promotion to commander and lieutenant commander. They are charged to select the best qualified officers from among those

eligible, regardless of their warfare specialties, or current assignments.

b. Quotas are provided to the board as established by NAVPERSCOM in the board's precept. Priority for selection is given to CO/XO screened officers.

9. **Selection by Nomination.** Restricted line and staff corps officers, except Supply Corps, are nominated by their communities, based upon their performance and availability to attend during the next year.

10. **Alternative Selection**

a. Officers in the grade of Captain are considered as selectees to all senior service colleges, unless they have previously attended while holding the rank of Commander.

b. Officers may request a service college administrative screen through their assignment detailer.

11. **Assignment Procedures**

a. New selectees are assigned after the service college quota plan is issued for the fiscal year. Restricted line and staff corps Naval officers attend service colleges as prescribed in the annual service college quota plan. Selectees remain eligible for assignment to a service college for their entire time-in-grade.

b. Officers attending a foreign college should have potential for a utilization tour in the country or area. Officers must be sufficiently fluent in the language of the host country to undertake the course of instruction. Preparatory language training may be provided, if necessary.

c. Participating in the U.S. service college, foreign service college program, or prestigious fellowship will be credited with a Professional Military Education (PME) for the grade they are serving at the time of input. Joint Professional Military Education (JPME) credit, if any, is determined for each program by Chairman, Joint Chiefs of Staff.

d. It is appropriate for an officer to indicate a choice of college in the "Remarks" section of NAVPERS 1301/1, Officer

Preference and Personal Information Card, but it is not necessary to indicate a desire to attend a service college.

e. Sufficient time for payback should be considered in the assignment process.

12. **Service Obligation**

a. Accepting orders to a service college requires an officer to incur an active duty obligation of two years, commencing upon completion of the course of instructions. Additionally, education beyond one year is subject to a two-for-one payback in addition to any other obligated service the officer may have previously incurred.

b. Officers accepting orders to a prestigious fellowship (e.g., Brookings, Council on Foreign Relations, White House Fellows, etc.) incur an active duty obligation of two years for each year, commencing upon completion of the fellowship which is in addition to any other obligated service may have been incurred previously.

c. NAVPERSCOM (PERS-440C) maintains current information on active duty obligations, if any, for specific foreign service colleges.

13. **Declination by Selectees**

a. An officer selected to attend a service college who desires to decline, must do so by official letter to NAVPERSCOM (PERS-440C).

b. The officer will be ineligible for later selection to the category (intermediate or senior) of service college which was declined.

NOTE: Deferral requests for compassionate reasons are not considered declinations.

MILPERSMAN 1520-020

OFFICER EDUCATION REPORTS

Responsible Office	NAVPERSCOM (PERS-312)	Phone:	DSN	882-3402
			COM	(901) 874-3402
			FAX	882-2660

Governing Directives	NAVPERS 15839I, Manual of Navy Officer Manpower Personnel Classifications, Volume I, Major Code Structures and Volume II, The Officer Datacard CNETINST 1510.1F
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1. **Requirement.** Officers on **active duty** must submit a letter report, including an official academic transcript, when additional education which raises their current educational level is acquired, or they acquire additional degrees. Officers shall ensure their Navy Personnel Command (NAVPERSCOM) officer record contains complete transcripts of all undergraduate and graduate credits and degrees.

2. **Reports of Additional Education**

a. Educational level is shown on the latest NAVPERS 1301/51, Officer Data Card forwarded annually to each officer. An officer's report of additional education includes

(1) education completed in off-duty hours (including tuition aid).

(2) education acquired in on-duty degree completion, scholarship, and postgraduate programs pursued after commissioning.

(3) additional education acquired as an inactive duty officer subsequent to original commissioning or release from last tour of active duty.

b. Information regarding submission of reports is contained in NAVPERS 15839I, volumes I and II.

3. **Reserve Officers on Inactive Duty**

a. Education must be reported on NRPC 1200/1, Naval Reserve Qualification Questionnaire for Inactive Duty Personnel, and transcripts submitted to the Naval Reserve Personnel Center (NRPC) New Orleans.

b. When Reserve Officers need updates to the Inactive Officer Summary Record (OSR); they may contact NRPC, New Orleans or (NAVPERSCOM) (PERS-91). If they need education, NOBC codes, AQD codes and subspecialty codes, they should call NRPC at (504) 678-5426 or 678-1780. Other questions should be directed to NAVPERSCOM (PERS-91), Naval Reserve Personnel Administrative Division, at (901) 874-4482.

4. **Navy Postgraduate Program.** Education completed by an officer as the result of orders to duty under instruction in the Navy Postgraduate Program must be reported to NAVPERSCOM (PERS-312G) by computer printout and academic transcripts. The report shall be submitted by the Superintendent, Naval Postgraduate School. In addition, complete academic transcripts shall be provided to NAVPERSCOM (PERS-312G) by certain officer commissioning programs: U.S. Naval Academy Graduates, NROTC Scholarship and College Program Graduates, Officer Candidate Graduates, and Aviation Officer Graduates. Refer to NAVPERS 15839I, volume II, appendix D for detailed information.

5. **Graduates of Service Schools.** A commanding officer of any activity, which graduates naval officer students in the service school courses listed in the NAVPERS 15839I, volume II, appendix C, shall refer to CNETINST 1510.1E. This instruction outlines reporting procedures for the Navy Integrated Training Resources and Administration System (NITRAS). Commanding officers will submit a letter to NAVPERSCOM (PERS-312G) reporting graduates of any service school that cannot be reported through the NITRAS.

MILPERSMAN 1520-030

SUBMARINE OFFICER TRAINING

Responsible Office	CNO (N13)	Phone:	DSN	225-3734
			COM	(703) 695-3734
			FAX	224-8609

Governing Directives	NAVMED P-117, Manual of the Medical Department 5 U.S.C. 301
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1. **Location and Duration.** Submarine training courses are convened for officers at the Submarine School, Groton, CT. The course duration is 13 weeks.

2. **Eligibility**

a. The following unrestricted line officers or prospective officers are eligible to apply:

(1) Any applicant for nuclear propulsion training in the grade of lieutenant, lieutenant junior grade, or ensign.

(2) Midshipmen first class.

(3) Officer candidates attending Officer Candidate School.

b. Supply Corps officers on active duty in the grade of lieutenant, lieutenant junior grade or ensign may apply for submarine training.

c. All applicants for submarine training shall be college graduates or prospective college graduates.

d. Qualified unrestricted line officers or prospective officers are required to apply for nuclear propulsion training if they desire to serve aboard a submarine.

e. Applicants shall satisfy the physical requirements of NAVMED P-117. Certain physical effects, such as defective vision, correctable to 20/20, may be waived.

3. **Applicant Counseling**

a. Prior to the submission of a request for submarine officer training, the officer shall be advised of the following Privacy Act statement relative to the information provided:

"The authority to request this information is derived from 5 U.S.C. 301, Departmental Regulations. The purpose of the requested information is to provide a record of qualification in order to select officers and prospective officers for submarine training. The information requested is voluntary; however, failure to provide the information may result in non-selection for submarine training."

b. COs shall ensure prospective applicants for submarine training are counseled concerning the career opportunities afforded by this program and are encouraged to apply for such training.

4. **Contents of Letter Request.** Applications for submarine training shall contain the following information in proper letter format. An original SF88, Report of Medical Examination and SF93, Report of Medical History shall be submitted to Chief, Bureau of Medicine and Surgery (MED-3C2) and a copy enclosed with the letter of application.

From: (Individual Officer's name)
To: Commander, Navy Personnel Command
Via: Commanding Officer

Subj: APPLICATION FOR SUBMARINE TRAINING

Ref: (a) MILPERSMAN 1520-030
(b) NAVMED P-117, Manual of the Medical Department

Encl: (1) Copy of SF88, Report of Medical Examination
(2) Copy of SF93, Report of Medical History

1. I hereby apply for submarine training per reference (a). Enclosures (1) and (2) are submitted as evidence of satisfactory completion of the requirements of reference (b).

2. I understand the minimum service requirement of reference (a), and I agree [not to resign my commission/to remain on active duty] for the period of instruction.

3. I expect to be available to commence training after [fill-in date].

4. Additional remarks:

[Signature of applicant]

5. **Selection.** Selection of applicants shall be made on the basis of performance, demonstrated academic ability, and physical qualification for assignment to arduous duty.

6. **Service Obligation**

a. Supply Corps officers are required to serve for a period of 2 years upon completion of submarine training. An officer signifies acceptance of the minimum service requirements specified in this article upon execution of orders to Submarine School.

b. If an officer is disenrolled at their own request, the period of time served in submarine training shall be forfeited for purposes of fulfilling previously incurred minimum required service. Minimum service requirements for officers selected for nuclear propulsion training are contained in the article concerning such training.

MILPERSMAN 1520-040

SURFACE WARFARE OFFICER DEPARTMENT HEAD TRAINING

Responsible Office	CNO (N13)	Phone:	DSN	223-2305
			COM	(703) 693-2305
			FAX	224-1189

Governing Directives	OPNAVINST 1412.2G
	OPNAVINST 5510.1H

1. **Purpose and Course Restrictions.** The Surface Warfare Officer Department Head Course conducted at Surface Warfare Officer School Command, Newport, RI, provides training in all phases of surface warfare and prepares officers to assume department head responsibilities in surface ships. The course is approximately 6 months long and convenes 4 times a year. Class size is limited to 75 officers. Only surface warfare officers who have demonstrated

- a. exceptional ability,
- b. adaptability,
- c. substantial professional growth, and
- d. clear potential

are selected as students.

2. **Consideration.**

a. A Department Head Screening Board convened by the Navy Personnel Command (NAVPERSCOM) comprised of post-commanding officers and post-executive officers will consider those officers who

(1) are designated as Surface Warfare Officer (111X) per OPNAVINST 1412.2G;

(2) are selected for or serving in the grade of lieutenant; and

(3) possess the prerequisite clearance to serve as an unrestricted line officer, as defined in OPNAV 5510.1H.

b. Officers who meet these requirements, upon completion of their post division officer shore tour, will automatically be considered for Department Head.

NOTE: A Surface Warfare Officer whose career path does not afford him or her the opportunity to complete a post division officer shore tour and return to sea as a Surface Warfare Department Head prior to being in the promotion zone for selection to Lieutenant Commander, will not be considered for Department Head training.

3. Acceptance

a. Selectees will be placed in the Department Head School bank and ordered to Department Head School under current distribution policies and availability.

b. Officers ordered to the Surface Warfare Officer Department Head Course will be issued permanent change of station orders to duty under instruction. Upon successful completion of the course, officers will be assigned to Department Head surface ship billets under current distribution policies and availability.

c. Officers under orders to the Surface Warfare Officer Department Head Course will not be considered eligible for transfer to other URL, RL or staff community unless their lateral transfer package was submitted prior to receipt of orders. Acceptance of orders to Department Head School obligates officers to serve on active duty through completion of Department Head School training and for a period of 2 years following graduation.

4. Screening Board Assembly and Petitions. The Surface Warfare Officer Department Head Screening Board will convene annually in May to select those considered to be best fitted to assume department head responsibilities. Officers eligible for department head screening will be considered over a 3-year period. Officers not selected during this period may petition the board for additional looks. The decision to accept any such petitions will be left to the discretion of the President of the Department Head Screening Board as defined in the board precept.

MILPERSMAN 1520-050

NUCLEAR PROPULSION TRAINING (SURFACE AND SUBMARINE)

Responsible Office	NAVPERSCOM (PERS-42)	Phone:	DSN	882-4441
			COM	(901) 874-4441
			FAX	882-2648

Governing Directives	NAVMED P-117, Manual of the Medical Department 5 U.S.C. 301 BUPERSINST 1540.41A
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1. Eligibility

a. Officers and prospective officers in the following categories are eligible to apply for nuclear propulsion training:

(1) Unrestricted line officers on active duty in the grade of lieutenant, lieutenant junior grade, or ensign.

(2) Reserve officers in the above grades whose active duty has been delayed for pursuit of postgraduate studies.

(3) Midshipmen first class.

(4) Officer candidates attending Officer Candidate School.

b. Applicants shall be college graduates or prospective college graduates with credits in at least 1 year of college calculus-based physics and 1 year of college calculus through differential and integral calculus of one real variable. Credit is defined as completion of a course, including an extension course, offered by an accredited college or university.

c. Applicants shall satisfy the physical requirements of NAVMED P-117.

2. Applicant Counseling

a. Prior to the submission of an application for nuclear propulsion training, the servicemember shall be advised of the

following Privacy Act statement relative to the information provided: "The authority to request this information is derived from 5 U.S.C. 301, Departmental Regulations. The purpose of the requested information is to provide a record of qualifications in order to select officers and prospective officers for nuclear propulsion training for surface or submarine duty. The requested information is voluntary; however, failure to provide the information may result in nonselection for nuclear training."

b. Commanding officers shall ensure prospective applicants for nuclear propulsion training are counseled concerning the career opportunities afforded by this program and are encouraged to apply for such training. Prospective unrestricted line officer applicants shall also be advised that upon completion of nuclear propulsion training they will retain their unrestricted line designator, their sea duty requirement for promotion will be safeguarded, and their command opportunity will be enhanced. Navy's plans and policies pertaining to the personnel aspects of nuclear propulsion utilization are contained in BUPERSINST 1540.41A.

3. Contents of Letter Request

a. Applications for nuclear propulsion training shall contain the following information in proper letter format:

(1) An original SF88, Report of Medical Examination and SF93, Report of Medical History shall be submitted to Chief, Bureau of Medicine and Surgery (MED-21), and a copy enclosed with the letter of application.

(2) Academic transcripts from all colleges and universities attended, including SAT/ACT scores.

(3) A complete summary of military service, including prior enlisted service (if any) and any service schools attended.

b. Use the proper letter format containing the following:

From: (Individual officer's name)
To: Commander, Navy Personnel Command
Via: Commanding Officer

Subj: APPLICATION FOR NAVAL NUCLEAR PROPULSION TRAINING

Ref: (a) MILPERSMAN 1520-050
(b) NAVMED P-117, Manual of the Medical Department

Encl: (1) Academic Transcript
(2) Copy of SF 88, Report of Medical Examination
(3) Copy of SF 93, Report of Medical History
(4) Summary of Military Service

1. I hereby apply for nuclear propulsion training according to reference (a). Enclosures (1) through (4) are submitted as evidence of my satisfying the requirements of references (a) and (b).

2. I [do/do not] desire submarine training.

3. I understand the service requirements contained in reference (a), and I agree [not to resign my commission/to remain on active duty] for the period of instruction.

4. I expect to be available to commence training after [fill-in date].

5. Upon acceptance for nuclear power training, I will agree to remain on active duty for sufficient time to serve a minimum 24-month nuclear division officer tour after completion of nuclear propulsion training.

6. Additional remarks:

[Signature of applicant]

4. Review of Applications

a. The records of applicants meeting basic eligibility requirements will be screened by a board of officers from NAVPERSCOM and Director, Naval Nuclear Propulsion Program. Those officers or prospective officers considered to have requisite qualifications will be ordered to Washington, DC to be interviewed by Director, Naval Nuclear Propulsion Program. Selectees for nuclear propulsion training will then be ordered, at the earliest practical date, to the Nuclear Power School, Charleston, South Carolina for a 6-month course of academic instruction, followed by a 6-month operational course at one of the prototype sites located at West Milton, New York or Charleston, South Carolina. Successful completion of the 12 months of instruction will result in the assignment of the additional Qualification Designator **SNO for submarine officers** or **KD1 for surface officers**.

b. Applicants desiring nuclear submarine duty shall qualify for officer submarine training according to this manual. Volunteers selected for nuclear submarine duty will be ordered to Submarine School, Groton, Connecticut for 13 weeks temporary duty under instruction, unless they have previously completed the course or are qualified in submarines as an officer. Assignment to Submarine School will be made immediately following satisfactory completion of nuclear propulsion training.

5. Service Obligation

a. Officers selected from the fleet or the shore establishment are required to serve on active duty for a minimum of 2 years upon completion of nuclear propulsion training, or 1 year in addition to any minimum service requirement previously incurred, whichever is longer.

b. Officers selected for immediate assignment to nuclear propulsion training who are newly commissioned from any source, whose prescribed minimum required service is less than 5 years, are required to serve 1 year in addition to the minimum required service previously incurred.

c. Newly commissioned officers entering nuclear propulsion training following assignment to any postgraduate program shall have their postgraduate performance reviewed by a board of officers from NAVPERSCOM and Director, Naval Nuclear Propulsion

Program, prior to receiving final orders to training. They are required to serve 5 years from the date of completion of graduate education.

d. All officers, upon acceptance for naval nuclear propulsion training, will agree to remain on active duty for a minimum 24-month nuclear division officer tour following completion of nuclear propulsion training.

e. For those officers who do not successfully complete nuclear propulsion training, provided the assignment to such course of instruction was at the officer's own request, shall be required to serve on active duty for a period equal to the officer's normal period of minimum required service, plus the time spent under instruction, unless released sooner to inactive duty or discharged by NAVPERSCOM.

MILPERSMAN 1520-060

NURSE CANDIDATE PROGRAM

Responsible Office	CNO (N13)	Phone:	DSN	223-2326
			COM	(703) 693-2326
			FAX	223-1189

Governing Directives	SECNAVINST 1120.6B
	SECNAVINST 1920.6B
	DODI 6000.13

1. **Purpose.** This program gives qualified individuals the opportunity to complete the requirements for a baccalaureate degree in nursing and earn a commission as a Nurse Corps officer.

2. **Eligibility.** Applicant must be

a. a civilian or an enlisted member of a Reserve component of one of the Armed Forces not on active duty.

b. 18-34 years of age on date of commission.

c. Enrolled in or accepted for transfer to a program accredited by a nationally recognized nursing accreditation agency that confers a baccalaureate degree in nursing. The program must be completed within 24 months of enlistment as an OCUI2.

3. **Nurse Candidate Program (NCP) Selectees**

a. Selectees will sign the NCP Agreement prior to enlistment and acceptance of orders as an NCP candidate. Commanding Officer, Naval School of Health Sciences (NSHS) Bethesda, MD, maintains administrative responsibility for NCP students.

b. While enrolled in school the NCP student will be in an inactive status as an Officer Candidate Under Instruction second class (OCUI2), U.S. Naval Reserve.

c. Interested individuals should contact a Medical Programs Recruiter at the closest Navy Recruiting District (NAVCRUITDIST) for complete details. Commander, Navy Recruiting Command maintains responsibility for the NCP applicants.

4. Terms and Obligations Upon Graduation

a. Upon conferral of baccalaureate degree, the NCP graduate will be appointed as Nurse Corps, United States Naval Reserve (Designator 2905) at a grade in accordance with DODI 6000.13 and concurrently discharged from enlisted status. There should be no break in service.

b. The total commissioned obligation is 8 years. Time not spent on active duty will be spent in the inactive Reserves. Service obligation does not commence until the candidate graduates, is commissioned and begins active duty.

c. Candidates who enter this program during the 4th year of their nursing program will agree to serve on active duty as a Nurse Corps Officer for 4 years. Candidates who enter the program during the 3rd year of their nursing program will agree to serve on active duty as a Nurse Corps Officer for 5 years.

d. Appointees will be retained under the administrative control of NSHS, Bethesda, MD, pending assignment to the next available Officer Indoctrination School class at Newport, RI, following appointment and passing the NCLEX-RN. The NCP and subsequent appointment as a Nurse Corps Officer are governed by SECNAVINST 1120.6B.

5. License Requirements

a. Nurse Corps officers must obtain and maintain a license to practice as a registered professional nurse from a state, territory, or the District of Columbia based on a licensing examination provided by the National Council of State Boards of Nursing and administered by one of its member boards of nursing. The exam must be taken at the first opportunity following graduation and prior to reporting for active duty.

b. Obtaining and maintaining a license to practice nursing is the responsibility of the officer. Officers who fail to become licensed may be reappointed in a different competitive category to complete any incurred active-duty obligation or separated under the guidance of SECNAVINST 1120.6B and 1920.6B.